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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
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U. S. Department of Agriculture

1937 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGIONWestern Region - Bulletin No. 102

INSTRUCTIONS GOVERNING THE DETERMINATION OF PRODUCTIVITY
INDEXES, ESTABLISHMENT OF SOIL-DEPLETING BASES, DETER-
MINATION OF YIELDS OF SPECIAL CROPS, AND PREPARING
WORK SHEETS

The following instructions are issued pursuant to the provisions of Western Region Bulletin No. 101 (hereinafter referred to as WRB-101) for each of the States of the Western Region.

PART I. DETERMINATION OF PRODUCTIVITY INDEX
FOR THE FARM

Section 1. Yield of Major Crops. The productivity index established for each farm shall reflect the productivity of the cropland on the farm as compared with the average productivity of the cropland in the county. In order to determine such productivity index the County Agricultural Conservation Committee shall designate a major crop grown generally throughout the county and each farm for which a work sheet is filed shall be appraised in terms of the normal yield of such crop on such farm. If the major crop which has been selected for a county has not been grown on a particular farm, the community committee shall estimate what the yield of such crop might have been on the farm under normal conditions in past years. If there is no one crop which is grown generally throughout the county, two or more major crops may be used but in such cases, adjustments should be made which will correct for the average difference in the productivity of land used in the county for the production of such crops.

Sec. 2. Calculation of Productivity Index. The productivity index of the farm shall be computed by dividing the yield of the crop determined for the farm by the county average yield of that crop, and multiplying this result by 100. However, if the County Committee determines that the productivity index thus determined for the farm is not truly representative of the productivity of the cropland on the farm as compared with other farms in the county having similar soils and other agronomic conditions, the productivity index shall be adjusted so as to be fair and equitable as compared with the indexes of other similar farms in the county.

The average of the productivity indexes for all farms for which work sheets are filed in the county, weighted by the respective cropland acreages for such farms, shall not exceed 100, unless a variance therefrom is recommended by the State Committee and approved by the Agricultural Adjustment Administration.

Sec. 3. Calculation of Rates of Payment Per Acre From Productivity Indexes.

County average rates for computing such diversion payments and soil-building allowance items as vary among individual farms as the productivity of the cropland on the farm varies from the average productivity of all such cropland in the United States, will be established by the Secretary of Agriculture, pursuant to the provisions of section 1, part II, and subsections A2, A3, and B1 of section 3, part III, Western Region, Bulletin No. 101. These county average rates shall be multiplied by the productivity index for any farm, and the result divided by 100, in calculating such rates for such farm.

PART II. ESTABLISHMENT OF SOIL-DEPLETING BASES AND AVERAGE YIELDS PER ACRE OF SPECIAL CROPS

Sec. 1. Soil-Depleting Base for Farm.^{1/} The soil-depleting base for each farm as established pursuant to the provisions of section 1 of part VII of Western Region Bulletin No. 101 shall be recorded on the work sheet for such farm, which will be filled out in accordance with instructions provided in part III of this Western Region Bulletin No. 102.

Sec. 2. Soil-Depleting Bases and Yields Per Acre for Individual Crops. Instructions for establishing individual soil-depleting bases, yields per acre, and farm allotments for cotton, tobacco, and rice will be issued later and furnished to the State Committees of the States in which such crops are grown.

Sec. 3. Normal Yield of Sugar Beets and Pounds of Raw Sugar Commercially Recoverable.

A. The normal yield per acre of sugar beets for the farm will be the representative yield set out in the sugar-beet adjustment contract for the farm covered by such contract. For farms not covered by a sugar-beet adjustment contract, but on which sugar beets were grown in one or more years in the period 1930 to 1935 inclusive, the normal yield per acre shall be the representative yield which could have been established if a sugar-beet adjustment contract had been executed. For farms on which sugar beets are grown for the first time in 1936 or 1937, the normal yield will be the average yield for the period 1930 to 1933 inclusive, for

^{1/} In the States of Arizona, California, Kansas, and New Mexico the soil-depleting base as used herein, refers to the total soil-depleting base.

the district of the factory to which the beets are contracted to be sold.

For farms growing sugar beets for the first time in 1936 or 1937 in a factory district for which no sugar beets were grown in the period 1930 to 1933 inclusive, the normal yield will be the average yield for the county in the period 1930-1933 in the event such yields are available. If normal factory district yields are not available, the normal yield per acre for such farm shall be the average yield for the State unless, a variation therefrom is recommended by the State Committee and approved by the Agricultural Adjustment Administration.

Such adjustment may be made in any yield established as aforesaid as the County Committee or the State Committee determines may be necessary to more accurately reflect the normal yield for the farm, provided such adjustment shall not result in any increase in the weighted average yield for the county or factory district above the weighted average yield for such county or factory district prior to such adjustment.

B. The number of pounds of sugar, raw value, commercially recoverable per ton of sugar beets in each State in the Western Region in which sugar beets are grown, has been determined to be as follows:

California.....	342	:	New Mexico.....	297
Colorado	297	:	Utah	314
Idaho	330	:	Washington	300
Kansas	276	:	Wyoming	321
Oregon	330	:	Eastern North Dakota <u>1/</u>	305
Montana	324	:	Western North Dakota <u>2/</u>	324

PART III. PREPARATION OF WORK SHEETS

Sec. 1. General Information Concerning Work Sheets. Every farmer who desires to participate in the 1937 Agricultural Conservation Program will be required to file with the County Agricultural Conservation Committee of the County Agricultural Conservation Association, information with reference to all farms which he owns or operates in the county, if he has not already filed this information in 1936. Form WR-1, work sheet "A", Western Region, 1936 Soil Conservation Program, or Form WR-2, work sheet "B", Western Region, 1936 Soil Conservation Program,

1/ For beets sold in Minnesota.

2/ For beets sold in Montana.

shall be used for this purpose. ^{1/} Closing dates for filing work sheets may be established by the Director of the Western Division.

For purposes of statistical analysis, a Community Committeeman may fill out a work sheet, to the best of his ability, for a farm that was idle in 1936 or for a farm that is not expected to participate in the 1937 program. However, the operator or owner of such a farm in 1937 must complete a work sheet before the farm will be eligible for a payment under the 1937 program.

Sec. 2. Filling Out Work Sheet by Community Committeemen or Operator for Farms for Which Work Sheets Were Not Filed in 1936.

A. Numbering Work Sheets--The year "1937" should be entered for each date line in place of 1936, and the year "1936" should be substituted in place of "1935" in the heading of column (A). Space is provided in the upper right-hand corner for the numbering of the work sheets and identification as to State and County by name and code number. As the work sheets are filed, it is advisable that temporary identification numbers be assigned to each work sheet. Such temporary numbers may be in the order in which the work sheets are received or completed. A final identification number should be assigned to each work sheet at the time of listing on the county listing sheets. Such final identification number, when once established, should be retained permanently for the purpose of identification of the land covered by the work sheet in connection with all subsequent forms under the 1937 Agricultural Conservation Program. The numbers for new farms for which no work sheets were filed in 1936 should start with the first 1000 after the last number assigned in 1936.

B. Filling Out Section I.--If the work sheet for a farm is revised, the old number should be retained, but if a farm is divided a new number should be assigned to the work sheet for each separate unit.

Under Section I on the work sheet, enter the name of the 1937 operator and his address, the name of the owner, if different from the operator, and his address, in the spaces provided. The work sheet should be dated on the date the applicant signs it. The work sheet may be accepted if signed by either the tenant or the owner; it is not necessary that both should sign, but both may if they desire.

C. Filling Out Section II.--Under Section II of the work sheet the land covered by the work sheet should be carefully and fully identified. Wherever possible, enter the legal description -- for example: the North 1/2 and the SE

^{1/} Form WR-1, Work Sheet "A", is for use in all of the States of the Western Region except California, New Mexico, and Arizona. Form WR-2, Work Sheet "B", is for use in California, New Mexico, and Arizona. The two forms differ only as to the names of the crops common to the two groups of States of the region.

1/4 of Section 6, Township 51, North, Range 111 East. If it is not possible to give the legal description in this way, then enter the name of the farm or other identification.

D. Filling out Column A of Section III.--This column is for the complete enumeration by the operator of all cropland on the farm as of 1935 for work sheets which were filed in 1936. For farms for which work sheets are filed for the first time in 1937, the 1936 acreage should be shown in column (A). Any corrections for inaccuracy of statement in the operator's figures shall be made in this column by the County Committee. The acreage harvested should be reported.

Item 1. Corn. Report the net acreage of field, sweet, or pop corn harvested for all purposes, including the acreage harvested for grain, silage, or forage, or hogged or pastured off.

Item 2. Winter Wheat, (Work Sheet "A", Form WR-1). Report the acreage of winter wheat harvested as grain for 1936.

Item 2. Wheat, (Work Sheet "B", Form WR-2). Report the acreage of winter wheat or spring wheat harvested as grain for 1936.

Item 3. Spring Wheat, (Work Sheet "A"). In Column A, report the acreage of all spring wheat, including durum, harvested as grain in 1936.

Item 3. Cotton, (Work Sheet "B"). Report in Column A the acreage of cotton harvested in 1936.

Item 4. Oats for Grain. In Column A report the acreage of oats harvested for grain in 1936, including oats fed unthreshed.

Item 5. Barley. In Column A, report the acreage of barley harvested for grain in 1936.

Item 6. Rye for Grain, (Work Sheet "A"). Report in Column A the acreage of rye harvested for grain in 1936.

Item 6. Rice, (Work Sheet "B"). Report in Column A, Item 6, the acreage of rice harvested in 1936.

Item 7. Flax. Report in Column A the acreage of flax harvested, either for seed or fiber, in 1936.

Item 8. Sugar Beets for Sugar. Report in Column A the acreage of sugar beets harvested for any purpose, in 1936.

Item 9. Potatoes. Report in Column A the acreage of Irish and sweet potatoes harvested in 1936.

Item 10. Grain cut for hay. Report in Column A the total acreage of all small grains, including grain mixtures, cut immature for hay, or pastured and not later harvested for grain. Grain hogged off when ripe should not be included in this item but should be classified as grain harvested.

Items 11 and 12. Column A. In the blank spaces provided here, report the kind and acreage of soil-depleting field crops harvested in 1936 not provided for under Items 1 to 10 inclusive. For example, hemp, cultivated sunflowers, mustard (commercial), rape, peanuts, grain sorghums, sweet sorghums, broom corn, Sudan grass, millets, safflower, soy beans, cowpeas, field peas, dry lima beans, seed peas, mangels or other root crops, dry edible beans, or any other crops or land uses specified in Section 1, Part VIII, WRB-101, for the State, should be reported in Items 11 and 12.

In order to insure as great uniformity as possible, each County Committee should advise Community Committeemen and other assistants helping in the preparation of the work sheets, what specific soil-depleting crops common to that particular county are to be reported under Items 11 and 12.

Item 13. If the crop failed in 1936, enter the words "Crop Failure", and in Column A, include all the acreage seeded to soil-depleting crops in the fall of 1935 or spring of 1936 and from which no crop was harvested. In areas where crop failure was extensive in 1936, the State Committee may issue specific instructions as to the method of calculating the acreage of crops which failed.

Item 14. Truck and Vegetable Crops. In Column A, report the acreage of truck and vegetable crops harvested in 1936, excluding asparagus, artichokes, rhubarb, and other perennial vegetables, etc., which are classified as neutral under the 1937 Agricultural Conservation Program.

Item 15. Subtotal. In Column A, report the sum of Items 1 to 14 inclusive.

Item 16. Alfalfa. In Column A, report the acreage of alfalfa growing on the farm in 1936, exclusive of new seedings with soil-depleting nurse or companion crops, harvested for grain or hay, which acreage must be reported under Items 1 to 10 inclusive.

Item 17. (Work Sheet "A"). Sweet Clover.

In Column A, report the acreage of sweet clover growing on the farm in 1936, exclusive of new seedings with soil-depleting nurse or companion crops, harvested for grain or hay, which acreage must be reported under Items 1 to 10 inclusive.

Item 18. (Work Sheet "A"). Item 17. (Work Sheet "B").
Clover and Timothy. In Column A, report the acreage of clover and timothy grown on the farm in 1936, exclusive of new seedings with a soil-depleting nurse or companion crop, harvested for grain or hay, which acreage must be reported under Items 1 to 10 inclusive.

Item 19. (Work Sheet "A"). Item 18. (Work Sheet "B").
Other Tame Hay. In Column A, report the acreage of all other soil-conserving legumes and grasses cut for hay in 1936. Exclude sorghums, grains cut for hay, and other soil-depleting hay crops, which must be reported under Items 10, 11, or 12.

Item 20. Report in Column A, the acreage devoted to the production of other soil-conserving crops, on the farm in 1936 not otherwise reported under Items 16 to 19 inclusive; and forest trees planted since January 1, 1934.

Item 21. Report under this item any acreage of soil-conserving crops planted alone in the fall of 1935 or the spring of 1936 and which was later abandoned with no crop being harvested.

Item 22. Subtotal. In Column A, report the total of Items 16 to 21 inclusive.

Item 23 to 25 inclusive. Such crops or land uses as are listed in the neutral crop classification for the area should be reported under Items 23, 24, and 25. Enter on the blank line the nature of the land as "idle crop land." In Column A as one of these items, the acreage of idle crop land in 1936 should be reported. Any acreage which is classified as idle crop land must be tillable and at least one crop other than wild hay must have been harvested from such acreage between January 1, 1930, and January 1, 1937. Land not cropped since January 1, 1930, is classed as non-crop land and should be listed in Item 3 of Section IV. Perennial vegetables are also classed as neutral and the 1936 acreage of such crops should be recorded in one of these items.

Item 26. Orchards, Small Fruits, Vineyards. Report in Column A the acreage in orchards, vineyards, bush fruits, bulbs, nursery stock, hops, and nut trees on the farm on January 1, 1937.

Item 27. Subtotal. Report in Column A the total of acreages reported under Items 23 to 26 inclusive.

Item 28. Total Crop Acreage. In Column A, record the total of the subtotals in Items 15, 22, and 27.

E. Filling out Section IV.--Section IV is for a complete record of the use made of all land on the farm in 1936.

Item 1. Total Acreage, All Land. Report here the total acreage of all land in the farm. This item relates to the farm

covered by the work sheet, and should represent the total acreage indicated in the legal description.

Item 2. Roads, Lanes, Fences, Lots, Etc. The acreage included in the legal description frequently includes acreage in adjacent roads. Therefore, record under Item 2 that part of the highway adjacent to the farm which is included in the acreage recorded under Item 1. Turn rows, fence rows, lanes, irrigation and drainage ditches, canals, house lots, barnyards, and feed lots should be included in this item also.

Item 3. Woods, Waste, Etc. Include all land in woods, or idle non-crop land, brush, stony or hilly land not used for pasture, land which has not been devoted to crop production since January 1, 1930, swamp land, ponds, lakes, dry lakes, and other waste land on the farm which is included in the acreage reported under Item 1 of this Section. Do not include plantings of forest trees made on crop land since January 1, 1934; such acreage should be reported under Item 20 of Section III.

Item 4. Pasture and Range Land. Include in this item the total acreage of all non-crop land used for permanent pasture only, for example, native grass land, bluegrass; and woods used for pasture. Include in this item the acreage of all range land, whether grazed in 1936 or not. Do not include any land under this item from which a hay or grain crop was harvested in 1936 and which, after harvest, supplied some pasturage. Do not include under this item cropland pasture or rotation pasture, that is, land seeded to grasses which has been cultivated at any time since January 1, 1930. Such cultivated or rotation pasture land should be reported under Item 20 of Section III.

Item 5. Wild Hay. Include in this item the total acreage of prairie, marsh, salt, or other native hay land on the farm in 1936 from which wild hay is consistently harvested, even though no hay was harvested from such land in 1936. Such acreage must not duplicate the acreage reported under Item 4.

Item 6. Compute the total of Items 2 to 5 inclusive, entering the total so obtained directly below the acreage entered under Item 1.

Item 7. Total Crop Acreage. Subtract Item 6 from Item 1, and enter under Item 7 the result so obtained.

F. Checking Work Sheet.--In order to insure the greatest possible accuracy in the preparation of the work sheet, Column A of Section III, and all of Section IV, should be completed consecutively, one section serving to check the accuracy of the information reported in the other section. Item 28 of Column A of Section III, and Item 7 of Section IV, should be in exact agreement. Unless these results agree, all items should be reviewed further in order to determine any errors. If the results do not agree, this may be due to:

- (1) Duplication of acreage.
 - (a) Acreage included in roads, lanes, fence rows, etc., may be included in the acreage of crops.
 - (b) Acreage included in idle non-crop land may have been included in idle cropland.
 - (c) Acreage of crops seeded in mixture may have been entered as a particular crop, and also as an acreage of grain mixture under Item 10.
 - (d) Double cropping. Acreage double-cropped should be counted only once.
- (2) Actual surveyed acreage in the farm may be more or less than the acreage in the legal description or the deed of conveyance, in which case the actual surveyed acreage should be recorded in Item 1 of Section IV.
- (3) All of the land recorded under Section II, and under Items 2, 3, 4, and 5 of Section IV, may not have been included under Item 1 of Section IV.
- (4) An acreage classified as soil-depleting, soil-conserving, or as neutral may have been omitted because a specified place on the work sheet had not been provided.
- (5) Acreage, which properly falls under Items 2, 3, 4, or 5 of Section IV, may have been omitted from these items because it was not clear as to just where, under Section IV, such acreage should be entered.

G. Filling Out Section V.--Section V of the work sheet provides a convenient place for recording the information obtained in former agricultural commodity production-adjustment contracts covering the same land. For those commodities, including corn, wheat, cotton, tobacco, rice, and sugar beets, information by commodities as to serial numbers, including Bankhead serial number in case of cotton, years in the base period (1928-32, 1930-32, 1932-33, etc.), base acres, and base yields, where such yield has been determined, should be entered in the appropriate lines and columns in Section V. Information which the operator is not able to supply at the time the work sheet is filled out, can be obtained from the files of the County Association.

H. Yield of Major Crops on Land. On lines 1, 2, and 3 of section VI of the work sheet, the operator of the farm should report the names of the major crops on the farm, and (in the "Reported" column) his estimate of the normal yields per seeded acre of these crops, on the land covered by the work sheet. Yields of crops generally measured in bushels should be reported in bushels and not in pounds, sacks, barrels, or other denominations

Sec. 5. Adjustments by County Committee.

A. After the operator has properly filled out sections I, II, IV, and V, the "Reported" Column of Section VI, and Column A of Section III, the County Committee should review all items entered so far on the work sheet, to correct any overstatement in figures or any errors which may come to its attention. Corrections in 1936 acreage should be noted in Column A of Section III by crossing out the figure reported and entering the correct figure. Too much emphasis cannot be placed on the latter point. The figures in Column A of Section III, as well as those figures in the other sections, shall include only figures which represent facts. County Committees may use the methods which they think best for checking these figures.

B. Items 1 to 28 inclusive of Column B of Section III of the work sheet. After any overstatements or errors have been corrected in Column A of Section III, the County Committee will make such adjustments in Column B as may be necessary for the farm.

The soil-depleting base for the land covered by the work sheet (to be entered later on the county listing sheet) will be the total of the acreage, as corrected, in Item 15 of Column A of Section III, subject to the following adjustments, which the County Committee is authorized to make:

(1) Adjustments may be made to compensate for a decrease or an increase in the number of acres of soil-depleting crops harvested in 1936 due to unusual weather conditions. Such adjustment may be: (1) an upward adjustment for failure to seed because of abnormal weather conditions, or (2) a downward adjustment for acreage of soil-conserving crops abandoned because of unusual weather conditions and reseeded to soil-depleting crops. Such number of acres shall be decreased or increased to an acreage which is comparable to the net acreage of soil-depleting crops normally seeded on the farm.

Net seeded acreage means harvested acreage plus abnormal crop failure, eliminating duplications where a soil-depleting crop is seeded on land on which another soil-depleting crop has failed. (NOTE.--Where, prior to receipt of these instructions, a County Committee has permitted seeded acreage to be recorded instead of harvested acreage, in Column A, this adjustment can not be made, but all duplication in seeded acreage must be eliminated.)

(2) Adjustments for the farm may be made where the acreage of soil-depleting crops on the farm is materially greater or less than the 1936 acreage of soil-depleting crops

on farms in the same community which are similar with respect to size, type of soil, topography, production facilities and farming practices. Such adjustments should be made in an amount which is equitable as compared with the soil-depleting bases for other similar farms.

In making adjustments in the soil-depleting acreages, the County Committee must account for the use which was made of the land in 1936 and make corresponding downward adjustments in the soil-conserving or neutral acreage as shown in Item 22 or Item 27 of Section III. For instance, any upward adjustment for cropland left idle in 1936 because of abnormally low rainfall, must not exceed the acreage of idle land as reported in Items 23, 24, or 25. In order to insure accuracy in making such adjustments, a table like the following should be mimeographed on the back of the work sheet or be securely attached to the work sheet.

Type of Adjustment	Changes in Soil-Depleting Acreage		Changes in Soil-Conserving Acreage		Changes in Neutral Acreage	
	In-crease	De-crease	In-crease	De-crease	In-crease	De-crease
	Acres	Acres	Acres	Acres	Acres	Acres
1. Adjustment due to abnormal weather in 1935						
2. Adjustment to make base comparable with similar farms						
Total						
Net						

The net adjustment in soil-depleting acreage, as shown in the above suggested table, should be added to, or subtracted from, the subtotal shown in Item 15 of Column A of Section III, in order to get the corresponding subtotal of Column B. Likewise, Item 22 of Column B should be calculated by subtracting or adding the net decrease or increase in soil-conserving acreage, as shown in the above suggested table, from or to the corresponding item in Column A. Item 27 of Column B should be calculated, by subtracting or adding, the net decrease or increase in neutral

acreage (as shown in the above suggested table) from or to the corresponding item in Column A. Thus, when adjustments have been made in Items 15, 22, and 27 of Section III, the total of these items in Column B should equal the total of the same items in Column A, and the combined subtotals should be entered as the total in Item 28.

C. Yield of Major Crops, Section VI of Work Sheet. The County Committee should compare the yield of the major crop or crops, as reported by the operator, with the yield data, if any, shown in Section V. On the basis of these data, and any other information available to the County Committee, adjustments shall be made by the County Committee, and the yields as adjusted shall be recorded in the "Adjusted" column of Section VI. The "final" yield figures shall be entered after any further adjustments have been made in accordance with instructions from the State Committee.

D. Base Acreage. Section VII of the work sheet is not to be filled out at the time of original preparation of the work sheet by the operator. It will be completed by the County Committee, after the Committee has reviewed the information reported by the operator in Column A of Section III, after preliminary adjustments have been indicated in Column B of Section III, and after any further necessary corrections or adjustments have been made to bring the aggregate of such acreages on all work sheets in the county into line with the limits furnished by the State Committee. After these corrections and adjustments have been completed, the final figures will be copied from the county listing sheets in the appropriate spaces in Section VII of the work sheet. In addition to the total soil-depleting base acreage, as established for the farm, the County Committee will indicate, on lines (a) and (b) of Section VII, the bases as determined for that farm for the individual crops (cotton, tobacco, and rice) and the name of the crop, the soil-depleting base acreage, and the yield if necessary.

In making any adjustments in the soil-depleting acreages, to make them conform to limits established by the State Committee, the County Committee should endeavor to determine the particular farm or farms in the county in respect to which overstatement of the soil-depleting base occurs and should not make a flat percentage reduction of the soil-depleting acreage for all farms in the county.

PART IV. INSTRUCTIONS FOR FILLING OUT
1937 COUNTY LISTING SHEET (FORM WR-103)

General Provisions: Where there are to be no changes, or only a few changes in the bases for the farm for which work sheets

were filed in 1936, the old county listing sheet, WR-3, may be used again in 1937 for those farms. The work sheets filed in 1937 must then be listed separately on the 1937 listing sheet (WR-103). Where there are many changes in the 1936 bases, however, it will be necessary to list the work sheets filed in 1936, as well as those filed in 1937, on the 1937 listing sheet. Where feasible, a separate listing sheet should be filled out for the farms in each community, and the sheets for each community should be numbered consecutively.

Column 1 - Serial Number: Enter in this column the final serial number which has been assigned to the work sheet (as shown in the upper righthand corner of the work sheet). All work sheets should be listed consecutively, in the order of their serial numbers, if possible.

Columns 2 and 3 - 1937 Operator and Owner: Enter the name of the 1937 operator and the owner of the farm in the respective places provided therefor.

Column 4 - Total Farm Land: In Column 4 enter the total acreage, as shown by Item 1 of Section IV of the work sheet.

Column 5 - Cropland: Show in Column 5 the total crop acreage from Item 7 of Section IV of the work sheet, which should also agree with the totals shown in Item 28 of Column A and Column B of Section III. It is very important that the figure on total cropland be accurately determined and recorded, because this item will provide one of the checks on the accuracy of the information shown on the work sheets.

Column 6 - Total of Soil-Depleting Bases Reported by Producers: Enter in Column 6 the subtotal shown in Item 15 of Column A of Section III of the work sheet, after corrections for inaccuracies have been made by the County Committee.

Column 7 - Total of Soil-Depleting Bases Adjusted: Enter in this column the subtotal shown in Item 15 of Column B of the work sheet or the total of soil-depleting bases recommended by the County Committee.

Column 8 - Total of Soil-Depleting Bases Corrected to Conform to the County Limit: This column should be used to record soil-depleting bases established by the County Committee for individual farms after adjustments in order to bring the county total within the limits furnished by the State Committee, which item is to be transferred to Item 1 of Section VII of the work sheet.

Columns 9 and 10 - Soil-Depleting Bases and Acreage Allotments for Special Crops: The soil-depleting base or acreage allotment for each special crop established for the farm shall be entered in one or the other of these two columns, in accordance with instructions for establishing the soil-depleting base acreage

and acreage allotments for the special crops. The rice and cotton soil-depleting bases shall be entered as soon as these bases have been determined, in accordance with instructions. The total of the soil-depleting bases for these crops on the farms in the county, however, is subject to the approval of the State Committee, and adjustments in the bases may have to be made in order to conform to the County limits furnished by the State Committee.

The sugar-beet acreage allotment shall be the acreage planted for harvest in 1937 subject to the limitations of Part II of Bulletin No. 101 for the State. The acreages of sugar beets in 1937 can not be determined until after the farm has been measured in connection with the application for payment.

Columns 11 and 12 - Yield Per Acre of Special Crops: In these columns will be entered the yields per acre established for the farm in connection with payments in respect to cotton, tobacco, rice, and sugar beets. The name of the crop should be entered in the column heading in order to insure uniformity of tabulation in case two special crops are grown in the same county.

Column 13 - Yield Per Acre of a Major Crop: The yield per acre of a major crop, after adjustments have been made in accordance with instructions from the State Committee, for a county should be entered in Column 13.

Columns 14, 15, and 16 - Index of Productivity: In Column 14 should be entered the preliminary index of productivity based on the percentage which the finally established yields per acre of a major crop that can be grown on the farm bears to the county average yield of such crops.

In Column 15 should be entered the adjusted productivity index for the farm after the State Committee has made a statistical analysis of the productivity indexes in the county, and determined whether or not the indexes of individual farms weight out to more than 100 percent of the county average.

In Column 16 should be entered the final productivity index for individual farms, if further adjustments are necessary in addition to those made in Column 15.

Columns 17 to 35 - Remarks: These columns should be reserved for any additional data which it may be necessary to list, and also for calculations which may be made by the State Committee. If for purposes of statistical analysis it is deemed desirable to have acreages of idle land, summer-fallow land, or some individual crops entered on the 1937 listing sheet, these data shall be entered by the County Committee in one or more of the above columns upon receipt of instructions from the State Committee.

PART IV. CONDITIONS OF GENERAL APPLICATION

Sec. 1. Rounding of Fractions. Fractions of acres and average yields shall be expressed to the nearest tenth of an acre or tenth of a unit of yield. Five or fewer hundredths shall be dropped, and more than 5 hundredths shall be considered as a whole tenth. Ratios and percentages shall be expressed in whole numbers.

Sec. 2. Notice to Person Filing Work Sheet. After the final adjustments to conform to county limits have been made on the work sheets and entered in the listing sheets, a copy of the work sheet shall be sent to the person filing the work sheet for the farm.

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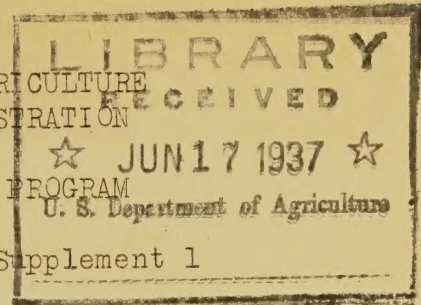
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

U. S. Department of Agriculture

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PART VI. INSTRUCTIONS FOR COUNTY COMMITTEES
RELATIVE TO FARMS ON WHICH A PROGRAM IS CARRIED OUT
IN COOPERATION WITH THE SOIL CONSERVATION SERVICE OR
THE RESETTLEMENT ADMINISTRATION.

These instructions set forth the procedure to be followed by the county committee in connection with farms participating in the 1937 agricultural conservation program where a program is carried out in cooperation with the Soil Conservation Service or the Resettlement Administration, as provided in section 1, paragraph 2, of part VI, WRB-101, for the States of the Western Region.

The county committee shall approve diversion on any such farm which otherwise would be eligible for diversion under the provisions of the 1937 agricultural conservation program. Base acreages for such farms will be established in the same manner as for other farms.

The county committee may approve for any such farm any soil-building practice, for which payment will be made in the county, except as provided herein. Approval shall not be given of any soil-building practice on any acreage with respect to which the county committee finds in addition to any other factors normally taken into consideration:

1. That the Soil Conservation Service or Resettlement Administration furnished any part of the materials or labor used in carrying out the practice.
2. That the practice is not consistent with the recommendations of the Soil Conservation Service or the Resettlement Administration with respect to the farm.

The county committee shall not approve any practice for payment under the 1937 agricultural conservation program where a program on the farm is being carried out in cooperation with the Soil Conservation Service or the Resettlement Administration unless the applicant for payment on such farm files with the committee form WR-106 bearing a statement signed by a representative of the Soil Conservation Service or the Resettlement Administration, or both, as the case may be, clearly indicating that

1. The soil-building practices for the fields or parts thereof entered on the form are approved by such representative, and

2. That no labor, seed, or materials were furnished by the Soil Conservation Service or Resettlement Administration in carrying out the listed soil-building practices on the fields or parts thereof entered upon such form.

A map of each farm must be filed with each form WR-106 bearing the approval of a representative of the Soil Conservation Service or the Resettlement Administration, such map to be so prepared as to identify the fields and acreages with respect to which practices have been approved by the representative of the Soil Conservation Service or the Resettlement Administration.

Further, the county committee shall not approve a practice for payment for a farm under the 1937 agricultural conservation program when the operator of the farm is carrying out a program on the farm in cooperation with the Soil Conservation Service or the Resettlement Administration unless prior to performance the practice is approved for the farm by the county committee.

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